

City of Santa Barbara Human Services Funds

Agency:

Contract No.

Fiscal Management QuestionnaireA. Accounting

1. Are there written accounting procedures? _____
2. Is there a clear fiscal review trail for each Financial Status Report? _____
Note: There must be a clear record of specific invoices and/or time sheets documenting reported human services expenses. Handling human service monies as revenue to a general fund for which all program expenses are paid is UNACCEPTABLE. Your human services grant should have a fund identification and expenses record to which specific human services expenses are charged and posted.
3. Who will be responsible for receiving and depositing checks from the City? (Indicate the name and **affix his/her signature.**)

4. Who will be responsible for signing checks? (Indicate their names and **affix their signatures.** Two signatures are required on Human Services expenses checks.)

5. Who will be responsible for the preparation of the fiscal reports and Human Services claims? (Indicate the name and **affix his/her signature.**)

6. If bookkeeping is handled by an outside firm, give name and address:

7. In what bank are you depositing your Human Services funds?
Bank Account Name _____
Account Number _____
Branch Name and Address _____

8. Who reviews cash reconciliations? _____
Note: Monthly cash reconciliations are required.
9. How frequently are financial status reports submitted to the agency's board of directors? _____

B. Payroll

1. Do you keep time sheets? _____
 - a. Are they signed by participant and authorized staff? _____
 - b. Do they correspond to the payroll periods? _____
 - c. Do they indicate the daily time worked? _____
 - d. Are payrolls approved by an authorized person? _____
2. Do you keep a payroll register or earnings record? _____
3. Do you keep employee files containing:
 - a. W-4 form? _____
 - b. Authorized deductions? _____
 - c. Work history? _____
 - d. Employment application? _____
4. How often do you deposit withholdings in a federal depository? _____
(Copies of federal depository receipts and quarterly reports must be kept.)
5. Do you keep cumulative leave records? _____

(If the answer to any of the above is NO, please revise your procedures to implement these requirements.)

C. Cash Records

1. Are checks preprinted and prenumbered? _____
2. Are voided checks accounted for and kept on record? _____
3. Are all charges to Human Services backed by invoices and are they marked to prevent resubmission? _____

D. Audit

1. Is your full agency audited annually? _____ If so, by whom?

IRS I.D. No.: _____

State I.D. No.: _____

Signature Position/Title

Phone No. Date